

MINUTES OF MEETING  
COQUINA SHORES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Coquina Shores Community Development District was held on Thursday, January 15, 2026 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Boulevard, Palm Coast, Florida 32164.

Present and constituting a quorum were:

Blaz Kovacic	Chairman
Marcy McBride <i>by phone</i>	Vice Chair
Matthew Fossler	Supervisor
Bill Livingston	Supervisor
Brett North <i>by phone</i>	Supervisors

Also present were:

Jim Oliver	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Daniel Harvey	Governmental Management Services

The following is a summary of the discussions and actions taken at the January 15, 2026 meeting.

**FIRST ORDER OF BUSINESS**                      **Roll Call**

Mr. Oliver called the meeting to order at 2:00 p.m.

**SECOND ORDER OF BUSINESS**                      **Public Comment**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**                      **Approval of Minutes of the November 20, 2025 Meeting**

There were no revisions to the minutes.

On MOTION by Mr. Livingston seconded by Mr. Kovacic with all in favor the minutes of the November 20, 2025 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Acquisition of Work Product**

Ms. Buchanan stated that the requisition totaling \$1,308,848.21 represents the total value of what the District acquired. The invoices for the work product followed. Also included is a bill of sale that conveys ownership of all the work product.

On MOTION by Mr. Kovacic seconded by Mr. Fossler with all in favor the acquisition of work product documents were approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of S.E. Cline Pay Application Nos. 2 and 3**

Copies of pay application two and three, totaling \$86,379.68 and \$85,439.50, were included in the agenda package for the Board’s review. Mr. Oliver noted the pay applications were processed between meetings.

On MOTION by Mr. Kovacic seconded by Mr. Fossler with all in favor Pay Application Nos. 2 and 3 with Cline Construction were ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer – Requisition Summary**

Mr. Oliver presented the requisition summary including requisition numbers 1 through 5, together totaling \$2,410,529.22.

On MOTION by Mr. Kovacic seconded by Mr. Fossler with all in favor the requisition summary was approved.

**C. District Manager**

There being nothing to report, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of November 30, 2025**

Copies of the financial statements were included in the agenda package for the Board’s review. Mr. Oliver noted a revised assessment receipts schedule was circulated.

**B. Check Register**

A copy of the check register totaling \$8,611.59 was included in the agenda package for the Board’s review.

On MOTION by Mr. Kovacic seconded by Mr. Fossler with all in favor the check register was approved.

**EIGHTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS                      Supervisors’ Requests and Audience Comments**

Mr. Kovacic asked if the February meeting could be moved to February 26, 2026. There were no objections from the other board members.


On MOTION by Mr. Kovacic seconded by Mr. Livingston with all in favor moving the February meeting to February 26, 2026 was approved

**TENTH ORDER OF BUSINESS                      Next Scheduled Meeting – Thursday, February 26, 2026 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center**

**ELEVENTH ORDER OF BUSINESS                      Adjournment**

On MOTION by Mr. Kovacic seconded by Mr. Fossler with all in favor the meeting was adjourned.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman